How to Attach a Death and Mortality Review to a Reportable Event

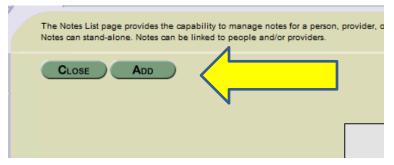
1. **Anchor**/ select the specific Reportable Event identifying the individual's death:



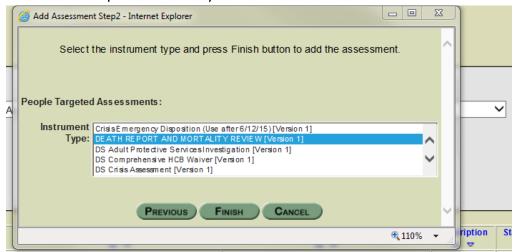
2. While in the Reportable Event, click the "Show" menu in the top right hand corner, and select "Assessment List."



3. On the Assessment List screen, click **ADD** to begin the Death and Mortality Review. Enter the date of death, and click **NEXT**.

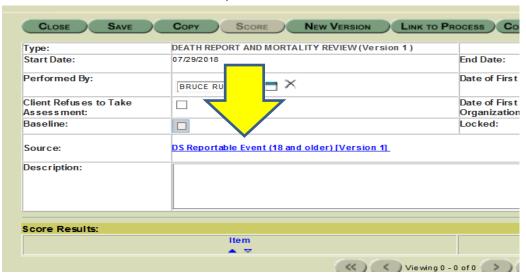


Select "Death Report and Mortality Review" and click FINISH.

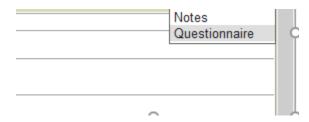


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5. You will now see the general page of the Oeath and Mortality Review. The **blue link** tells you that the Assessment is now attached to the Reportable Event.



6. Click on the "Show" menu and select "Questionnaire."



7. There are two pages. First, complete the "Death Report" with all known information and click SAVE. When finished, click on the drop down titled "Dimension" at the top of the screen which reads "Death Report" and select "Mortality Review."



8. Complete the "Mortality Review" and click SAVE. You may exit the Reportable Event at this time.